

GRACE MATERE

HUMAN RESOURCE ASSISTANT

CONTACT

- 0702671820
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- Nairobi, 00100

SKILLS

- Computer Literacy
- Administrative Support
- Compensation/Payroll
- Recruitment
- Multitasking
- Hiring Processes
- Administration
- Excellent Time Management
- Business Administration
- New Hire Orientation
- Decision Making Abilities

EDUCATION

2022 - 2023
CHRP(K)
College of Human Resource Management

2013 - 2014
Diploma in Business Management
Kenya Institute of Management

2011 - 2012
Certificate in Management
Kenya Institute of Management

LANGUAGES

English 

PROFILE

Focused and professional assistant seeking to develop career within Human Resources. Experienced in office management and support. Skilled in handling new hire paperwork, training new hires, managing employee files and screening potential employees. Adaptable and always willing to go the extra mile. Organised professional with excellent clerical skills. Possesses strong character profiling and interpersonal abilities. Great communicator manages time well to complete tasks to high standards.

WORK EXPERIENCE

Human Resource Assistant

Express Travel Group MAR 2020 - OCT 2021

- Maintain manual and electronic records of employees.
- Serve as a point of contact with benefit vendors and administrators.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Maintain calendars of the HR management team.
- Oversee the completion of compensation and benefit documentation.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Make sure that employees' training levy is paid on time.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Assist in keeping an up to date payroll changes.
- Make sure all employee documents are up to date for both internal and external audits.
- Support all internal and external HR related inquiries or requests.
- Monitor employees' leave days and sick days.
- Assist in disciplinary cases.

Administrator

Express Travel Group SEPT 2018 - MAR 2020

- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Supervise administrative staff and divide responsibilities to ensure performance.
- Manage agendas/travel arrangements/appointments etc. for the upper management.
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures.
- Create and update records and databases with personnel, financial and other data.
- Track stocks of office supplies and place orders when necessary.
- Submit timely reports and prepare presentations/proposals as assigned.
- Assist colleagues whenever necessary.

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HUMAN RESOURCE ASSISTANT

CERTIFICATION

CHRP(K) Certified

Higher Diploma in Management

Office Administration Assistant

Kilimanjaro Mlst Beverages

OCT 2014 - AUG 2018

- Supervising the plant attendants, sales, and marketing team, and allocating duties.
- Data entry and bookkeeping.
- Debt collection and customer follow up.
- Banking, payments and bank reconciliations.
- Procuring office recurrent purchases.
- Receives, issues receipts and deposits all cheques collected from external and internal clients.
- Pay employees by calculating pay, distributing payment; maintaining records.
- Prepare for payment and ensure office bills are paid on time, Rent, Telephone & internet.
- Ensure all statutory obligations are paid on time PAYE, NSSF NHIF.
- Customer Liaison-Compile reports on overall customer satisfaction.
- Maintains human resources records by recording new hires, terminations, changes in job classifications, merit increases; tracking sick, and personal time.

Administrative Assistance

Nairobi Chapel Ngong - Road

SEPT 2014 - AUG 2015

- Taking Minutes during Managerial meetings.
- Assisting the Children and Volunteer Ministry in planning and executing ministry programs.
- Inventory check on resources.
- Assisting in setting up for meetings.
- Following up on Ministry Volunteers through e-mail, messages and calls.
- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.
- Maintain electronic and hard copy filing systems.
- Perform data entry and scan documents.
- Manage calendar for Children's Pastor.
- Assist in resolving any administrative problems.
- Answer calls from volunteers and children's parents regarding their inquiries.
- Maintain office supplies for department.

Human Resource Internship

Ministry of East Africa Affairs Commerce and Tourism

AUG 2013 - MAY 2014

- Computing of annual leaves.
- Keying in of data.
- Maintaining and updating leave records.
- Dispatch of approved leaves to the respective employees.
- Inducting other interns.
- Drafting of letters and memos.
- Sorting and filing of documents.
- Preparation of payment vouchers.
- Recording of memos, files and vouchers.
- Examining of employee information needed for personnel actions.